

Filing a Notice of Claim

Process for Filing a Notice of Claim

Nebraska Revised Statute § 13-905 requires that any person seeking to file a tort (including negligence) claim against the City of Lincoln must provide Notice of the events giving rise to the claim within one (1) year from the date of the occurrence. This Notice must be in writing and be provided to the City Clerk's Office or the City Attorney's Office. The written Notice should contain the following information:

- Claimant's name, address, phone number, and email;
- Date and time of incident;
- Individuals and/or City Department involved, if known;
- Location where incident occurred;
- A description of what happened, and why you believe the City is responsible;
- Invoices, receipts, estimates, photographs, or any other supporting documentation; and
- Total amount you are requesting that the City pay.

The Notice must be delivered to:

City Clerk's Office
555 S. 10th Street, Rm. 103
Lincoln, NE 68508

or

City Attorney's Office
555 S. 10th Street, Rm. 300
Lincoln, NE 68508
claims@lincoln.ne.gov

What Happens Next

Upon receipt, the City Attorney's Office will investigate the claim. Pursuant to Nebraska Revised Statute § 13-906, the City has six (6) months to investigate a claim. After the investigation is complete, the claim will either be approved or denied, based on the information available.

If approved, a release will be sent to the Claimant. Upon receipt of a signed release, the claim will be processed for payment. If denied, a denial letter will be sent to the Claimant and the claim will be forwarded to the Lincoln City Council for consideration and disposition. The Claimant may contest a denial before the Lincoln City Council at the next regularly scheduled meeting.

This information is provided as a service and is not intended to substitute for legal advice. You are responsible for compliance with the current requirements of the Nebraska Political Subdivisions Tort Claims Act, Neb. Rev. Stat. § 13-901, et seq.

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